

Exam Invigilator

Salary: Point 4- £12.68 per hour

Casual Contract

Job Description

Purpose of the Post

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Parkside School regulations and instructions.

To have a key role in upholding the integrity and security of the examination/assessment process.

Main duties and responsibilities

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

The post holder shall be mindful of all school policies and give due regard to the safeguarding of all children.

Additional Duties

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - o centre supervision of exam timetable clash candidates between exam sessions
 - o facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - o other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- To be aware of and comply with policies, Health & Safety, Security, Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team

- To support the School's Equality and Diversity Policy
- To appreciate and support the work of other professionals

Accountable to: Exams Officer

Liaising with: Students, Head teacher, Other SLT, Heads of Year, Subject Leaders/Teachers, Support / Administration staff.

Person Specification

Professional knowledge and skills	Essential	Desirable
Effective oral/written communication skills	✓	
Ability to communicate orally or in writing with colleagues and students	✓	
Effective numeracy skills	✓	
Thorough knowledge and understanding of safeguarding children.	✓	
Attributes		
Accuracy and attention to detail	✓	
Flexible approach to work	✓	
Ability to work under pressure and to tight deadlines	✓	
Ability to follow instructions	✓	
Enjoy working with young people	✓	
Behavioural and other related characteristics		
Good interpersonal skills	✓	
Contribute to the life of Parkside School community and to support its ethos and policies	✓	
Willing to abide by the school's policies with particular regard to safeguarding and equality	✓	
Willing to carry out all duties having regard to an employee's responsibility under the school's Health & Safety policies	✓	
Flexibility as occasionally may be required to work outside of normal working hours	✓	
Undertake any other duties that are commensurate with the role	✓	

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations outlined in the School Improvement Plan
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance and conduct
- Maintain positive relations with students, parents and staff.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.